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CONFERENCE OF THE REPRESENTATIVES  
OF THE GOVERNMENTS  
OF THE MEMBER STATES

Brussels, 29 March 1996  
(OR. f)

CONF 3835/96

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TO ALL  
SECTION  
HEADS

PRESIDENCY NOTE

Subject: *Organization of work at the Intergovernmental Conference*

Working on the basis of the Madrid conclusions, and by agreement with the forthcoming Irish and Netherlands Presidencies, the Presidency is proposing to organize the Conference along the lines set out in the Annex.

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**ANNEX****GENERAL ORGANIZATIONAL ASPECTS OF THE INTERGOVERNMENTAL  
CONFERENCE (IGC)**

1. The basic rules for organizing the Intergovernmental Conference were set out by the Heads of State and Government at the European Council in Madrid [see conclusions of the Madrid European Council (SN 400/1/95)].

2. **Ministerial meetings**

The Foreign Affairs Ministers will be responsible for the work of the Conference as a whole.

Ministers will devote one negotiating session to the Conference at each meeting of the General Affairs Council (usually the first day). Discussion will centre on matters previously prepared by their representatives.

3. **Meetings of ministers' representatives**

These meetings will be attended by one representative of each of the Member States' Foreign Ministers and one representative of the President of the Commission ('); they will prepare the ground for the ministerial discussions. There will be a maximum of four members in each delegation, two of whom will be seated at the negotiating table.

Ministers' representatives may delegate the task of studying certain specific points to an ad hoc Working Party, under their authority.

Unless stated otherwise, the ministerial representatives' meetings will be held in Brussels (Council building - Justus Lipsius).

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(') see list of representatives in Annex I.

#### 4. Involvement of the European Parliament

At the European Council in Turin the Heads of State and Government approved the detailed arrangements for European Parliament involvement in the Conference proceedings in the form decided on by the Ministers for Foreign Affairs at their meeting on 25 and 26 March 1996 (see Annex II).

#### 5. Information for third countries

The representatives of those countries of Central and Eastern Europe which have concluded Europe agreements, and of Malta and Cyprus, will be briefed regularly on the progress of discussions and will be able to put their points of view at meetings with the Presidency of the European Union to be held, in principle, every two months. The member countries of the European Economic Area and Switzerland will also be briefed.

#### 6. Secretarial support for the Conference

The Secretary-General of the Council will make the necessary arrangements to provide secretarial support for the Conference.

#### 7. Documents

Official conference documents will have a separate reference (CONF) and be circulated by the General Secretariat. These will mainly be summary documents, prepared under the Presidency's responsibility, in order to structure discussion and take stock of proceedings, delegations' contributions, and contributions from Union institutions or bodies or from non-governmental bodies which have expressed an interest in the IGC.

In addition to official conference documents, the Presidency may also draw up working documents or meeting documents of an informal and provisional nature on the progress of the meetings, or have such documents circulated through the good offices of the General Secretariat of the Council.

8. Language arrangements

The arrangements for use of languages for the Intergovernmental Conference will be as laid down in Article 217 of the EC Treaty and the relevant implementing rules.

Specific practical arrangements can be decided on according to need, by agreement with the delegations.

9. Other arrangements

The Presidency may make any other proposals for Conference arrangements.

For the record: The timetable for discussions under the Italian Presidency is given in Annex III.

ANNEX ILIST OF REPRESENTATIVES OF MINISTERS FOR FOREIGN AFFAIRS

1. Italy : Silvio FAGIOLO, Minister Plenipotentiary
2. Belgium : Philippe de SCHOUTHEETE DE TERVARENT, Permanent Representative
3. Denmark : Niels ERSBØLL, Ambassador, former Secretary-General of the Council
4. Germany : Werner HOYER, Minister of State
5. Spain : Javier ELORZA-CAVENGOT, Permanent Representative
6. Greece : Yannis KRANIDIOTIS, former deputy Minister for European Affairs, currently Member of the European Parliament
7. France : Michel BARNIER, Minister with responsibility for European Affairs
8. Ireland : Noel DORR, former Secretary of the Department of Foreign Affairs
9. Luxembourg : Jean-Jacques KASEL, Permanent Representative
10. Netherlands : Michiel PATIJN, State Secretary
11. Austria : Manfred SCHEICH, Permanent Representative
12. Portugal : Francisco SEIXAS DA COSTA, State Secretary
13. Finland : Antti SATULI, Permanent Representative
14. Sweden : Gunnar LUND, State Secretary
15. United Kingdom : Stephen WALL, Permanent Representative

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The Commission will be represented by Marcelino OREJA AGUIRRE.

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ANNEX II

Association of the European Parliament with  
the work of the Intergovernmental Conference

In view of the experience of the Reflection Group and in accordance with the conclusions of the Madrid European Council on 15 and 16 December 1995, the European Parliament will be closely associated with the work of the Conference to enable it to have regular and detailed information on the progress of discussions and to make known its point of view on any matter discussed whenever it feels this to be necessary.

To ensure that association in compliance with the provisions applicable to the revision of the Treaties the Ministers for Foreign Affairs have agreed on the following arrangements:

1. The meetings of the European Council dealing with the IGC will begin, as usual, with an exchange of views with the President of the European Parliament on the subjects on the agenda.
2. Ministerial meetings of the IGC will also be preceded by an exchange of views with the President of the European Parliament, assisted by the representatives of the European Parliament, on the items on the agenda.
3. Once a month and whenever the Ministers' representatives deem it necessary by common accord, the Presidency will hold a working meeting, on the occasion of meetings of the Ministers' representatives, for the purpose of holding a detailed exchange of views with the representatives of the European Parliament.

4. The Presidency will regularly provide oral or written information to the European Parliament. It will also, as agreed, provide information to the national Parliaments through the Conference of bodies concerned with Community affairs (COSAC).
  5. The European Parliament's involvement will begin with an invitation to the President of the European Parliament and two representatives of the European Parliament to the opening of the IGC in Turin on 29 March 1996.
  6. The Presidency will ensure the smooth organization of the IGC and the European Parliament's association with it, bearing in mind the intergovernmental nature of the Conference, the competences of each party and the need for close cooperation marked by mutual trust between the institutions.
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**ANNEX III**

1st half of 1996	<b>PROGRAMME OF CONFERENCE PROCEEDINGS</b>	
	20 March	Forwarding of notes 1-5 Chapter I: "The Union and The Citizen"
29 March	<b>EUROPEAN COUNCIL IN TURIN: formal opening of the Conference</b>	
1 and 2 April	<b>1st meeting of ministers' representatives</b> Chapter I: (The Union and The Citizen)	
	2 April	Forwarding of notes 6-10 Chapter I: "The Union and the citizen" and notes 11-14 Chapter II: "Institutions"
15 and 16 April	<b>2nd meeting of ministers' representatives</b> Chapter I: (The Union and the citizen)	
	16 April	Forwarding of notes 15-21 Chapter II: "Institutions" for meetings on 2 and 3 May 1996
22 April	<b>MINISTERIAL MEETING</b>	
23 and 24 April	<b>3rd meeting of ministers' representatives</b> Chapter II: (Institutions)	
	24 April	Forwarding of notes 22-30 Chapter III: "External action" for meetings on 6 and 7 May 1996 and 14 and 15 May 1996
2 and 3 May	<b>4th meeting of ministers' representatives</b> Chapter II: (Institutions)	
6 and 7 May	<b>5th meeting of ministers' representatives</b> Chapter III: (External action)	
13 May	<b>MINISTERIAL MEETING</b>	
14 and 15 May	<b>6th meeting of ministers' representatives</b> Chapter III: (External action)	
15 May 1996	Presidency briefing of the Ambassadors of the CCEE, Cyprus and Malta	
21 and 22 May	<b>7th meeting of ministers' representatives</b> Chapter I: (The Union and the citizen)	
30 and 31 May	<b>8th meeting of ministers' representatives</b> Chapter II: (Institutions)	
6 and 7 June	<b>9th meeting of ministers' representatives</b> Chapter III: (External action)	
10 June	<b>MINISTERIAL MEETING</b>	
11 June 1996	Meetings organized by the Presidency at political level with the CCEE, Cyprus, Malta, the EEA countries and Switzerland	
17 June	Presidency briefing on the report to the European Council	
21 and 22 June	<b>EUROPEAN COUNCIL IN FLORENCE</b>	